

ATTACHMENT A

CONSTRUCTION MANAGEMENT AND CONSTRUCTION INSPECTION SERVICES

- Administer the pre-construction meeting; record and distribute meeting minutes.
- Review and comment on project schedules from the URA's contractor. Also review schedules from on-site contractors for coordination of all construction activities. Work to ensure the contractor stays on schedule.
- Determine the adequacy of the contractor's personnel and equipment to meet the project schedule.
- Take pre-construction job site photographs and construction progress photographs. Maintain a photographic log and disseminate to the URA's construction manager.
- Provide a resident inspector to assure that all work is performed in accordance with the contract documents. The inspector must also prepare daily inspection reports, maintain field records and daily logs, calculate quantities, record as-built information, and perform project close-out duties.
- Provide office support and oversight of field activities and attend bi-weekly progress meetings. Record, prepare and disseminate minutes of the meetings.
- Provide supplementary inspection during peak activity periods as required.
- Coordinate the construction activities and schedules with the on-site contractors.
- Implement and manage an effective request for information system (RFI) among the contractor, URA and design engineer.
- Establish and maintain lines of communication and procedures for coordination among the URA, engineer, contractors, inspection personnel, and other contractors working adjacent to the site.
- Identify potential problems and make recommendations for solutions.
- Review contractor's claims and make recommendations to the URA.
- Prepare, and review with the contractor, invoice and change order quantities. Prepare the invoices and change orders in URA format. Approve invoices and change orders for payment to the contractor.

- Maintain logs for the submission of shop drawings, material certifications and other required contractor submittals. Distribute submittals for approval to the URA's consulting engineer.
- Perform comprehensive reviews of the contractor's schedule and updates and report the results to the URA's project manager.
- Generally represent the owner to assure a quality product at a fair and equitable price.
- Determine substantial and final completion of the work and prepare lists of incomplete or unsatisfactory items, and corresponding schedules for their completion.
- Participate with the URA in the pre-final and final inspections, including preparation and distribution of punchlists.
- Determine final completion; obtain and transmit to the URA all required guarantees, affidavits, releases, bonds, record drawings, etc.
- Prepare redline drawings to submit to the URA's consulting engineer.

END OF SERVICES LIST